Annex No. 2 to Order No. 2/2025

of the Director of the Doctoral School of Medical and Health Sciences   
dated 28 February 2025

**Schedule for the Mid-term Assessment**

**at the Doctoral School of Medical and Health Sciences**

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| **Activities** | **Dates** | **Supervising persons and teams** |
| 8-semester programmes |
| Proposal for the composition of the Mid-term Assessment Committee and obtaining consent from the proposed members | 1 April to 30 May of the year in which the mid-term assessment is carried out | Doctoral Programme Co-ordinator  Chair of Discipline Boards |
| Appointment of the Mid-term Assessment Committee | By 31 May, in which the mid-term assessment is carried out | Director of the Doctoral School of Medical and Health Sciences |
| Submission of the final signed paper and electronic versions of the Individual Research Plan Report and its attachments to the Doctoral Programme Co-ordinators | Recommended deadline - 30 June of the year in which the mid-term assessment is carried out, required deadline - one month before the mid-term assessment date | The PhD student, after confirming with supervisor(s) or supervisor and auxiliary supervisor/ |
| Formal verification of documents by Doctoral Programme Co-ordinators | Recommended deadline - up to 14 days after submission of report, required deadline - 21 days before mid-term assessment date | Doctoral Programme Co-ordinator |
| Communication to the PhD student of the composition of the Committee for the mid-term assessment and the date of the mid-term assessment | By 31 July of the year in which the mid-term assessment is carried out | Director of the Doctoral School of Medical and Health Sciences |
| Transmission of the documents received from the PhD student to the Mid-term Assessment Committee | 14 days before the mid-term assessment at the latest | Director of the Doctoral School of Medical and Health Sciences |
| Mid-term Assessment Committee meetings | 1-30 September of the year in which the mid-term assessment is carried out | Mid-term Assessment Committee |